



Board of Commissioners Agenda

Town of Swansboro

Tuesday, September 22, 2026

(Revised)

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, Commissioner

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

III. Consent Items:

[a.](#) Resolution 2026-R9 Declaring Certain Personal Property Surplus for Donation (Revised)

[b.](#) Resolution 2026-R10 Declaring Surplus of Assets with Fair Market Value greater than \$5,000 (Revised)

[c.](#) Budget Ordinance Amendment #2027-4

[d.](#) Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$286.23.

Vehicle Tax

Bass, Brandon E. & April D.	\$150.38	Tag Surrender
Brooks, Jessica J. & Anthony D.	\$80.03	Tag Surrender
Crosby-Woods, Demetrias Monche	\$46.25	Tag Surrender
Wolf, Abbey Michele	\$9.57	Tag Surrender

IV. Appointments/Recognitions/Presentations

a. Employee Introduction

Presenter: Jon Barlow – Town Manager

V. Public Hearing – None

VI. Business Non-Consent

a. Municipal Park Revitalization Update

Presenter: Anna Stanley – Parks & Recreation Director

An update will be provided on the municipal park site master planning process, confirmed project improvements, potential additional amenities, community engagement, and next steps toward final plan adoption.

Recommended Action: Receive update.

b. Monthly Financial Report as of August 31, 2026

Presenter: Sonia Johnson – Finance Director

c. Future Agenda Topics

Presenter: Alissa Fender, MMC – Town Clerk

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

X. Board Comments

a. Projects Brief

b. Department Reports

XI. Closed Session

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

(Revised)

Item To Be Considered: **Resolution 2026-R9 Declaring Certain Personal Property Surplus for Donation**

Board Meeting Date: **September 22, 2026**

Prepared By: **Jacob Randall – Fire Chief**

Overview: The Town of Swansboro Fire Department requests authorization from the Board of Commissioners to declare a former fire department watercraft and associated motor as surplus property and donate the equipment to Carteret Community College for use in its Boat Manufacturing and Service Program.

The 1996 watercraft has not been utilized for emergency response or other Town operations for several years and has remained in storage while staff resolved historical title, ownership, and insurance discrepancies. Originally owned and titled to the former Swansboro Volunteer Fire Department, the vessel became a Town asset after the department transitioned into the Town of Swansboro. Staff has now successfully resolved the outstanding ownership and title issues, allowing the Town to proceed with disposition of the property. Due to its age and years of inactivity, the vessel's hull has deteriorated considerably, and the motor requires significant maintenance. Given its condition, anticipated repair costs, and lack of operational need, the vessel has minimal fair market value, and investing additional Town resources into restoration would provide limited benefit. Staff contacted Carteret Community College about potentially donating the vessel and motor to its Boat Manufacturing and Service Program. College representatives expressed significant interest, as the equipment would provide students with hands-on opportunities to evaluate, troubleshoot, repair, and develop practical skills applicable to the marine trades. The proposed donation gives an otherwise unused Town asset a productive second life while supporting technical education and workforce development in our region.

Background Attachment(s): Resolution 2026-R9

Recommended Action: Approval of Resolution 2026-R9 declaring the watercraft and equipment surplus and authorizing donation to Carteret Community College for educational use.

Action: _____

RESOLUTION 2026-R9
Resolution of the Board of Commissioners of the Town of Swansboro
Declaring Certain Personal Property Surplus

WHEREAS, North Carolina General Statute §160A-280 authorizes a city or town to donate personal property that is deemed surplus to its needs to another governmental unit, nonprofit organization, or similar entity, provided that the governing board approves the donation by resolution after publishing notice of the proposed donation; and

WHEREAS, it is in the best interest of the Town of Swansboro and the public to support organizations that provide valuable services to the community by donating surplus property;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF SWANSBORO BOARD OF COMMISSIONERS THAT:

- I. The 1996 Leonard Skiff (VIN# 4P1CC01A16A006069) is hereby declared surplus and is no longer needed by the Town for its current operations.
- II. The Board of Commissioners authorizes the donation of the 1996 Leonard Skiff and associated equipment to Carteret Community College for the Boat Manufacturing and Service Training Program in Morehead City, North Carolina.
- III. The Mayor and/or Town Manager are hereby authorized to execute any and all documents necessary to complete this donation in accordance with NCGS 160A-280.
- IV. This resolution shall become effective immediately upon adoption.

This action is effective upon adoption. This, the 22nd day of September, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

(Revised)

Item To Be Considered: **Resolution 2026-R10 Declaring Surplus of Assets with Fair Market Value greater than \$5,000 for Auction**

Board Meeting Date: **September 22, 2026**

Prepared By: **Sonia Johnson – Finance Director**

Overview: In accordance with the Town of Swansboro’s established surplus property policy, staff is requesting Board of Commissioners approval to declare the assets as surplus property.

In accordance with the Town of Swansboro’s established surplus property policy, staff is requesting Board of Commissioners’ approval to declare the assets listed below as surplus property. The identified assets represent property from multiple Town departments that is no longer needed for continued municipal operations. Town policy requires Board approval to dispose of assets with an estimated value of \$5,000 or more. Upon approval, staff will proceed with the appropriate surplus and disposition process in accordance with Town policy and applicable North Carolina General Statutes.

The following assets are recommended for surplus:

- 1) **2017 Dodge Charger – Police Department**
Estimated Fair Market Value: \$8,800–\$9,100
- 2) **2018 Dodge Charger – Police Department**
Estimated Fair Market Value: \$8,800–\$9,100
- 3) **2008 Ford Expedition – Parks & Recreation Department**
Estimated Fair Market Value: \$6,000–\$7,500
- 4) **2000 Sterling Dump Truck – Public Works Department**
Estimated Fair Market Value: \$30,000-\$40,000
- 5) **2011 Caterpillar 312 Excavator – Public Works Department**
Estimated Fair Market Value: \$59,000-\$65,900
- 6) **2017 Rampant Trailer – Public Works Department**
Estimated Fair Market Value: \$12,000-\$16,500
- 7) **2007 Genie S-60-Articulating Boom – Public Works Department**
Estimated Fair Market Value: \$7,500-\$9,800

Background Attachment(s): Resolution 2026-R10

Recommended Action: Motion to approve Resolution 2026-R10 for the listed assets to be declared as surplus property and authorize staff to proceed with their disposition in accordance with Town policy and applicable statutory requirements.

Action: _____

RESOLUTION NO. 2026-R10
Resolution of the Board of Commissioners of the Town of Swansboro
Declaring Surplus of Assets with Fair Market Value greater than \$5,000 for Auction

WHEREAS, the Town of Swansboro owns certain personal property that is no longer needed for the conduct of public business; and

WHEREAS, pursuant to Purchasing Policy, surplus property with a fair market value exceeding \$5,000 must be approved by the Board of Commissioners prior to disposal; and

WHEREAS, the following item has been identified as surplus property exceeding \$5,000:

Vehicle/Make Model	Vehicle Identification Number	Estimated Fair Market Value
2017 Dodge Charger	2C3CDXKT5HH560951	\$8,800-\$9,100
2018 Dodge Charger	2C3CDXKT0JH330451	\$8,800-\$9,100
2008 Ford Expedition	1FMFU16598LA56693	\$6,000-\$7,500
2000 Sterling Dump Truck	2FZNBVCB4YAH49652	\$30,000-\$40,000
2011 Caterpillar 312D Excavator	CAT0312DVPHH00343	\$59,000-\$65,900
2017 Ramant Trailer	5SPTD3024HW200496	\$12,000-\$16,500
2007 Genie S-60-Articulating Boom	S6007-14747	\$7,500-\$9,800

WHEREAS, it is in the best interest of the Town to dispose of surplus property in a manner that provides the greatest benefit to the through GovDeals public auction, in accordance with applicable laws and regulations; and

WHEREAS, notice of the proposed sale of the surplus property is scheduled for publication on September 30, 2026; and

WHEREAS, pursuant to applicable North Carolina law, the earliest date on which the surplus property may be posted for auction is October 9, 2026; and

WHEREAS, the Town intends to conduct the sale of the surplus property through public auction on GovDeals.com beginning on or after October 9, 2026, in accordance with applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro, that:

1. The item listed above is hereby declared surplus property.
2. The Town Manager is authorized to dispose of the surplus property
3. Any proceeds from the sale of the surplus property shall be deposited into the Capital Reserve Fund earmarked for future capital equipment.
4. This resolution shall take effect immediately upon adoption.

Adopted by the Swansboro Board of Commissioners in regular session, September 22, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2027-4**

Board Meeting Date: **September 22, 2026**

Prepared By: **Sonia Johnson – Finance Director**

Overview: A Budget Ordinance Amendment is requested for the Public Buildings Department.

1. Public Buildings: The Public Safety Building experienced an HVAC failure in the sleeping quarters/bunkroom, requiring an emergency replacement to restore adequate heating and cooling for the space.

Total cost for the required HVAC replacement is \$8,906.

Source- Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2027-4

Recommended Action: Motion to approve Budget Ordinance Amendment #2027-4

Action: _____

ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 26/27

BUDGET ORDINANCE AMENDMENT #2027-4

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2027:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Public Buildings	\$8,906

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$8,906

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, September 22, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **September 22, 2026**

Prepared By: **Sonia Johnson, Finance Director**

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$286.23

<u>Vehicle Tax</u>		
Bass, Brandon E. & April D.	\$150.38	Tag Surrender
Brooks, Jessica J. & Anthony D.	\$80.03	Tag Surrender
Crosby-Woods, Demetrias Monche	\$46.25	Tag Surrender
Wolf, Abbey Michele	\$9.57	Tag Surrender

Background Attachment(s): None

Recommended Action: Motion to approve refunds as recommended by Onslow County

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Municipal Park Revitalization Update**

Board Meeting Date: **September 22, 2026**

Prepared By: **Anna Stanley – Parks & Recreation Director**

Overview: An update will be provided on the municipal park site master planning process, confirmed project improvements, potential additional amenities, community engagement, and next steps toward final plan adoption.

The Town has contracted with **WithersRavenel** to develop a site master plan for Municipal Park. The plan will evaluate the existing park, incorporate the improvements identified for the grant project, and evaluate opportunities for additional amenities within the available funding. The goal is to maximize the use of both grants within a **total project budget of \$1.5 million, including a \$250,000 Town match.**

Confirmed Project Improvements

The following improvements have been identified as part of the grant project:

1. Six dedicated pickleball courts
2. Resurfacing of the existing tennis courts
3. Replacement of the existing tot lot

These improvements will serve as the foundation of the site master plan and project budget.

Potential Additional Facilities

As part of the master planning process, the Town is also evaluating additional facilities that could potentially be incorporated into the project, depending on available funding, site considerations, and community input. These include:

- Safety Town
- Lawn game area with three bocce courts
- Paddle court
- Nine-hole disc golf course

A potential park renovation would also include replacing the accessible Liberty Swing with another accessible swing or wheelchair-accessible play feature that would not need to be locked.

Other park amenities being considered throughout the site include safety fencing, benches, shade features, lighting, cameras, signage, and other site furnishings.

Community Engagement

Once the preliminary site plan is developed, the Town will seek input from community organizations, the Parks and Recreation Advisory Board, and the Board of Commissioners. The Parks and

Action: _____

Recreation Department will also host a community meeting to provide residents with an opportunity to review the proposed improvements and provide feedback.

Item VI - a.

Feedback received through this process will be considered as the Town finalizes the site plan and determines which additional amenities can be incorporated within the available funding.

Next Steps

Following community engagement and completion of the plan and project budget, the final Municipal Park Site Master Plan, proposed project budget, and associated Capital Improvement Plan will be presented to the Board of Commissioners for consideration and adoption.

Background Attachment(s): None

Recommended Action: Receive update.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF AUGUST 31, 2026)**

REVENUES

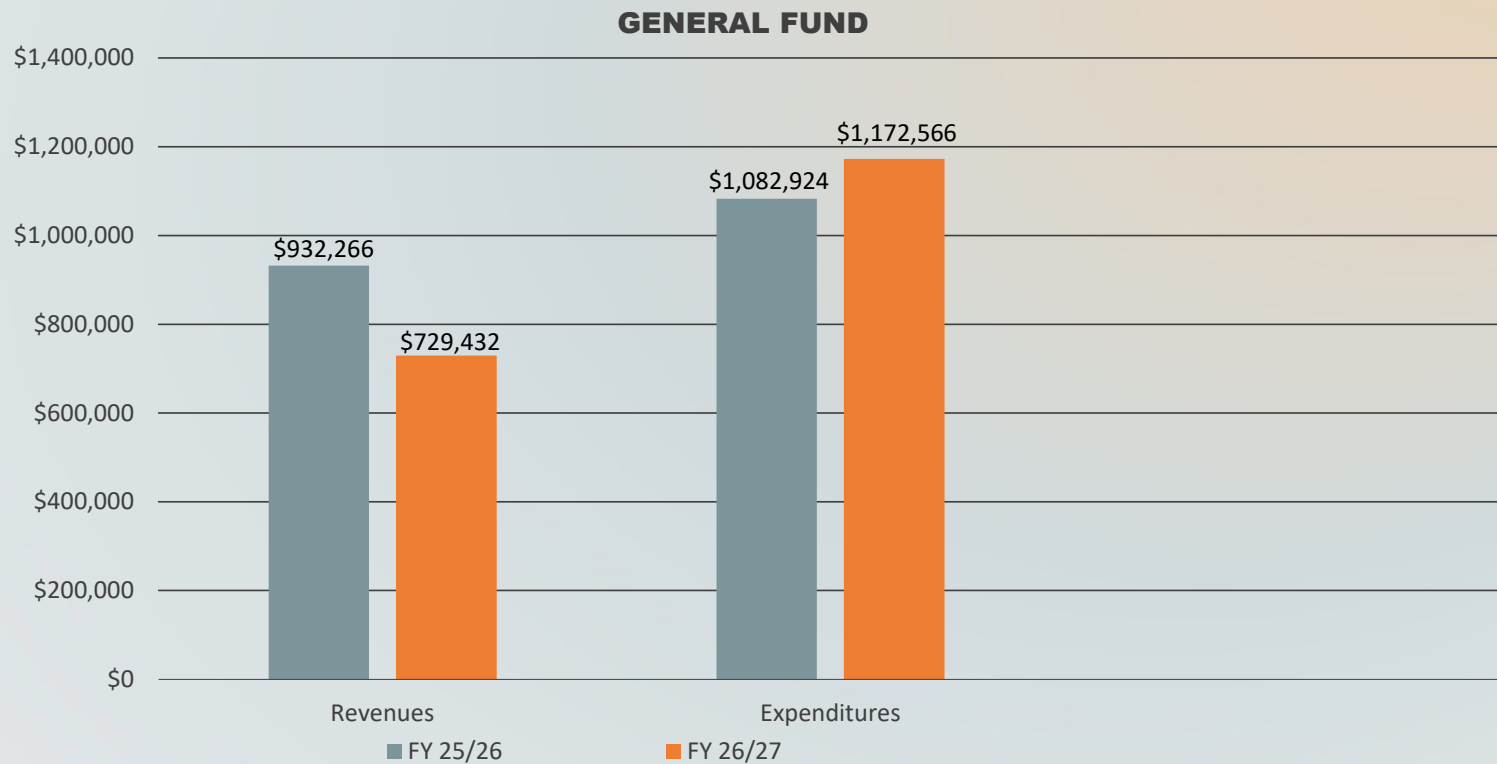
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF AUGUST 31, 2026)**

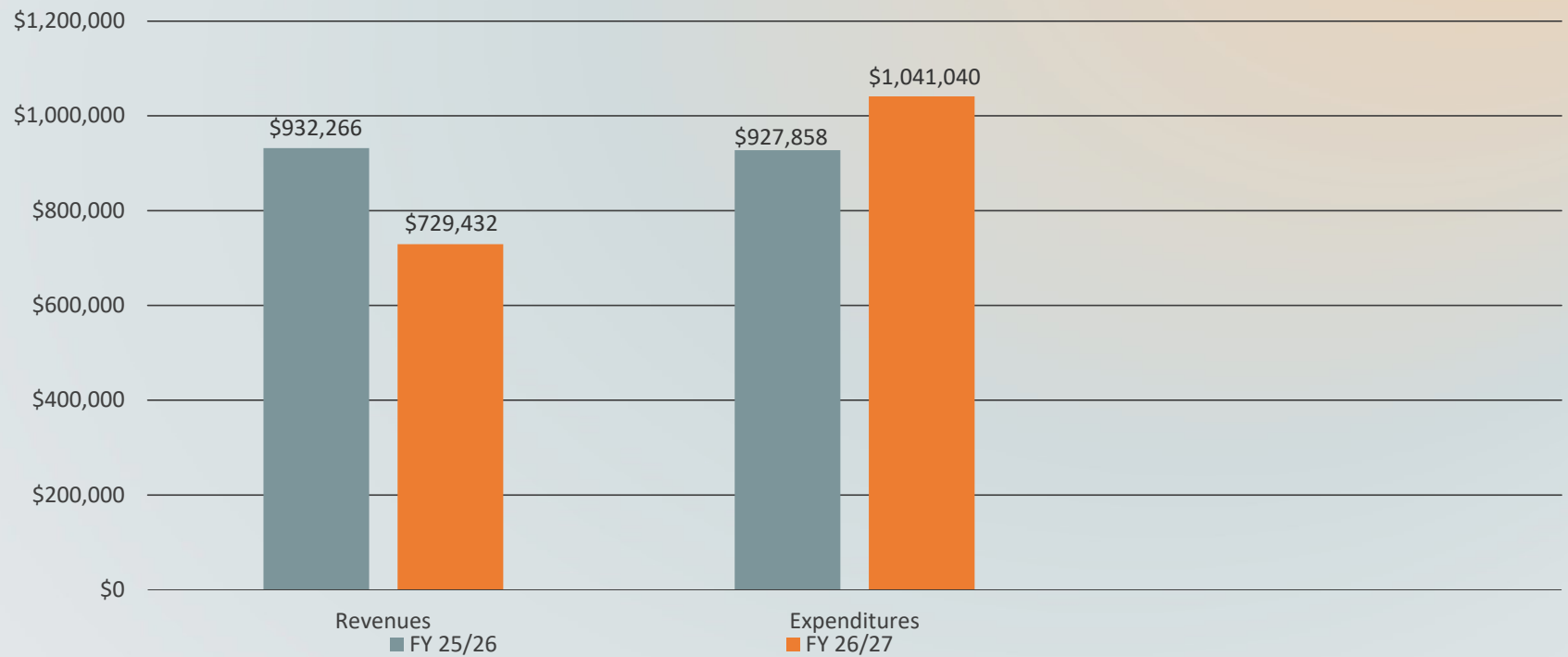


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-(\$443,134)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF AUGUST 31, 2026)**

(ACTUAL)

GENERAL FUND

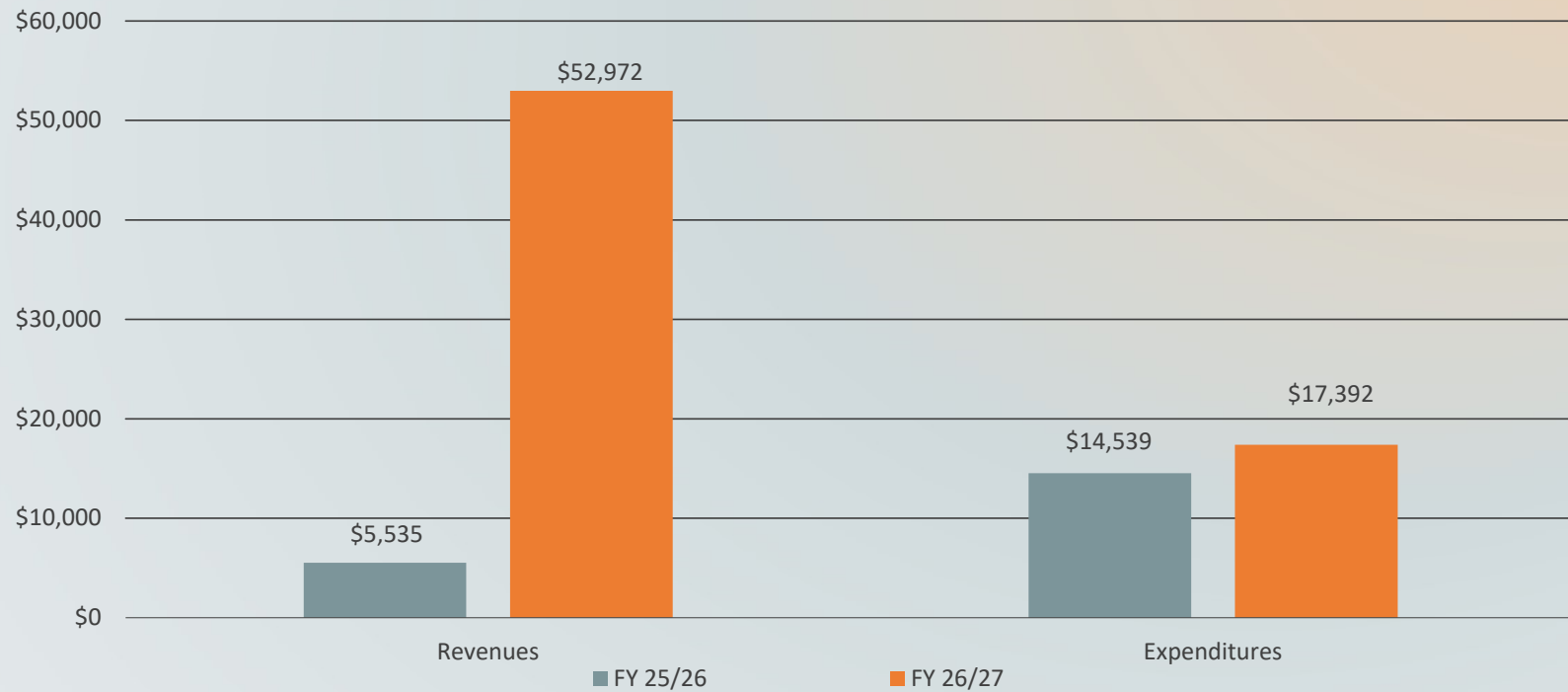


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures- (\$311,608)

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % AUGUST 31, 2026
NON DEPARTMENTAL	581,466	223,016	529	38.4%
GOVERNING BODY	26,379	8,182	-	31.0%
ADMIN SERVICES	484,385	74,251	2,180	15.8%
FINANCE	362,823	52,888	1,600	15.0%
LEGAL	59,300	-	-	0.0%
PUBLIC BUILDINGS	317,062	27,501	16,214	13.8%
FIRE	1,672,403	298,165	39,086	20.2%
PERMITTING	295,112	30,884	1,073	10.8%
PLANNING	98,531	14,573	-	14.8%
POLICE	1,518,630	166,293	17,045	12.1%
PUBLIC WORKS-STREETS	415,059	31,397	27,549	14.2%
POWELL BILL-STREETS	126,626	1,087	4,321	4.3%
PARKS & RECREATION	464,134	65,838	15,846	17.6%
DOWNTOWN FACILITIES	117,166	14,678	-	12.5%
FESTIVALS & EVENTS	167,826	25,440	2,753	16.8%
EMERGENCY MANAGEMENT	20,500	6,850	3,331	49.7%
TOTAL	6,727,401	1,041,040	131,526	17.43%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF AUGUST 31, 2026)**

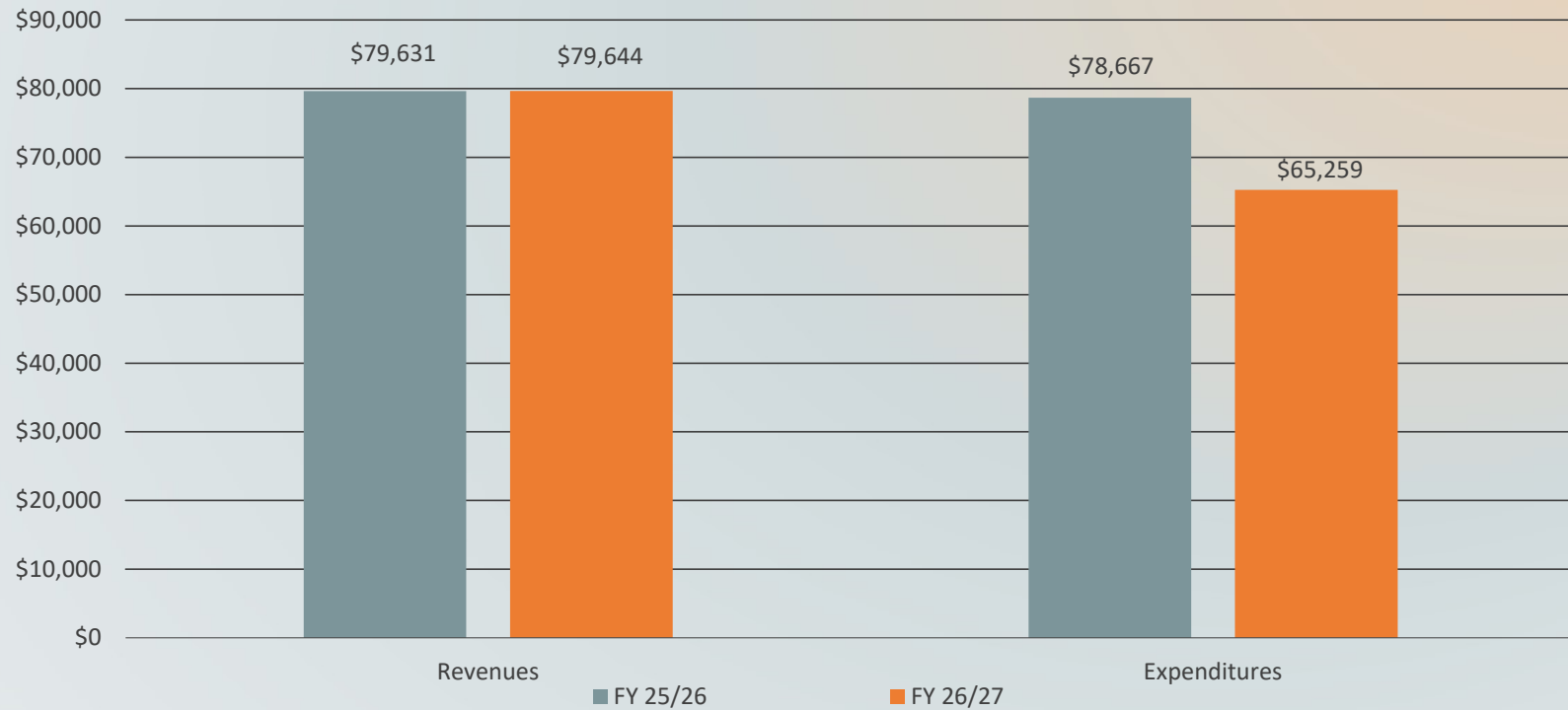
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-**\$35,580**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF AUGUST 31, 2026)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures- \$14,385

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF AUGUST 31, 2026)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$162,847	2.69	03/21/2028	\$84,724
Fire Truck	\$46,544	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$25,000	2.43	12/14/2026	\$26,823
Vehicles(Police & Fire Department) & Software	\$22,955	1.84	7/15/2026	\$23,377 (Final Payment)
Cab Tractor/Dump Truck	\$159,767	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$474,425	4.40	12/1/2029	\$131,934
2 Police Vehicles	\$104,000	4.27	4/24/2031	\$23,539
Total Debt	\$995,538			\$396,400

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF AUGUST 31, 2026)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$578,050	0.10%
NC CMT-General	\$6,258,166	3.58%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$8,769,830	3.40%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,102,599	\$0.00	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0.00	\$2,336
Emergency Operation Center	\$9,929,137	\$1,378,657	\$1,199,920	\$7,350,560
Emmerton School Repairs	\$499,000	\$458,441	\$0.00	\$40,559
Stormwater Master Plan	\$400,000	\$400,000	\$0.00	\$0.00
Main Street Dock Replacement	\$170,164	\$14,290	\$0.00	\$155,874
Total Outstanding Grants	\$12,487,550	\$3,738,301	\$1,199,920	\$7,549,329



Pending Grant Applications



Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
Department of the Interior, Office of Wildland Fire - Slip-On Tanker Unit (Fire Dept)	Not Awarded	Brush Truck - Slip On Unit	\$18,875	3/23/2026	5/15/2026 - 9/15/2026	0%
Defense Critical Infrastructure Program (Fire Dept)	Pending Agency Review	Public Safety Complex	\$7,700,000	6/25/2026	8/11/2026	0%
Fire Prevention & Safety Grant (Fire Dept)	Pending Agency Review	Equipment - Fire Prevention Trailer	\$289,024	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Equipment - Underwater ROV	\$139,192	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Apparatus - Brush Truck	\$281,058	6/22/2026	9/30/2026	5%

Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
JAG (Police Dept)	Pending Agency Review	Gear and Equipment	\$25,0000		N/A	0%
COPS- Technology and Equipment Program (Police Dept)	Drafting Application	Tasers /Drone/Vehicle Equipment	\$100,000		Quarter 4	0%

TO BE SUBMITTED

Grant Name	Application Status	Grant Purpose	Grant Amount requested	Grant Application Deadline	Anticipated Award Notification	Cost Share Match
Parks and Recreation Trust Fund	Drafting Application	Municipal Park Enhancement	Up To \$500,000	5/1/2027	11/30/2027	50% Leverage-LWCF
Land and Water Conservation (Parks & Recreation)	Drafting Application	Municipal Park Enhancement	Up To \$750,000	11/2/2026	5/30/2027	50% Leverage-PARTF
NCRPA Initiative Grant (Parks & Recreation)	Awarded	Safety Town Equipment	\$1,500	6/14/2026	8/28/2026	0%

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **September 8, 2026**

Prepared By: **Alissa Fender – Town Clerk**

Overview:

The purpose of this memo is to provide the Board with matters that staff anticipate/propose for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

October 27th

- * JOED Presentation
- * Fire Dept 2026-2031 Strategic Plan Presentation
- * CIP Amendment
- * Review of Waterfront Access and Development Plan
- * Heritage Center/502 W. Church Street Lease agreements
- * Monthly Finance Report

November Meeting Dates

10th & 24th

Future Agenda Items

- * Community Presentations (*ongoing monthly*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- * Senate Bill 382 Down Zoning review
- * Historic Preservation enforcement
- * Skatepark Update
- * Town Manager replacement discussion
- * Sidewalk Priorities Progress
- * Boat Lift for Fire Department considerations
- * OUTS Presentation (November)
- * UDO Text Amendments related to Fire

PROJECTS REPORT

Town Projects/Initiatives Update

August 2026

Submitted By: Jon Barlow, Town Manager

This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021, meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manger Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

A more in-depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting in the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

Town of Swansboro, NC Manager's Report

Item X - a.

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25th and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes include removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

Consultant Requests for Qualifications sent out August 9, 2022, to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022, meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites was also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee on January 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details are developed for committee review.

Staff continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options.to the committee on April 19. Ernie will firm up the options discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners.

The final draft feasibility study was presented to the committee on June 21st. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

Town of Swansboro, NC
Manager's Report

Item X - a.

captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

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Note, the budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other state or federal sources.

On August 14th, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28th agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected, and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23rd. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23rd.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

- EOC/PSB site committee developed a site solicitation packet.
 - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
 - The property beside the Rotary was the only site remaining from packet entries.
 - *Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

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- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was \$1.3 million.
- On the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.
- On the January 27, 2026, BOC regular meeting, the Town Manager requested and received BOC authorization to enter into contract negotiation with Bobbitt for the Design-Build of the EOC/PSB.
- The Town Manager advised the BOC of the grant agreement (#1347) in the amount of \$3 million to be used towards this project is set to expire on June 30, 2026, without any grant extension.
- Construction Project Advisor RPQ's were received April 15, 2026. Upon review of the 4 submittals, 2 firms were chosen to conduct in-person interviews. Both Cumming Group and MBP are based in Raleigh and have vast local government project advisory experience in eastern NC. A recommendation to the BOC should be ready on May 12, 2026.
- 5/26/2026 the BOC awarded a contract to Bobbitt Construction Inc for the design phase of the Emergency Operations Center/ Public Safety Center in the amount of \$652,741. Also, the BOC awarded a project management services contract for the EOC/PSB to MBP in the amount of \$254,345.

**August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF
Hurricane Disaster Relief Grant – Emmerton School:**

The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of \$424,000 and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs

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7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

We were notified on January 14, 2021, that our application for Emmerton School was awarded 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023,** but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCR to identify contractors qualified for the work. Staff are preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. The deadline for submittals is July 22, 2022.

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27th.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10th and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

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On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting, and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
-\$209,000	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
<u>\$ 105,225</u>	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, Stature Engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements from the SHPO work were completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

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Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Town Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024

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- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Town Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project."

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of \$15,000.00

March 6, 2025, Town staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and designs they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, Town staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rusted metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
 - o Total amount for this contract modification \$16,866.50

April 2, 2025, Town Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work with windows and doors and discussed storm windows and specs they are looking for and review completed work.

May 6, 2025, Town Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. Corrovert has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

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July 1, 2025, Town staff, Stature Engineer, Triple H (sub-contractor), and SHPO met on-site to monitor ongoing work. The metal ceiling panels on the museum side are complete, with the exception of the artifact storage room, which is scheduled for completion by the end of July. Work on the auditorium ceiling is expected to begin in mid-July.

All window repair/installations have been completed. Triple H is developing a storm window mock-up for SHPO's review and approval.

The required Quarterly Report for the grant was submitted on July 7, 2025.

August 28, 2025, Town Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work.

- Adjustments were made to both insulation and window installations to ensure compliance with project requirements and preservation standards.
- A final decision was reached regarding the installation of storm windows, ensuring compliance with SHPO guidelines and project goals.

September 15, 2025: Staff members, Mr. Dan Becker, Grants Manager, and Ms. Annette Stone, Grant Specialist, conducted an on-site visit to review program progress and provide technical assistance for the Emergency Supplemental Historic Preservation Fund (ESHPPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based on the sample program materials tested, the program files and supporting documentation that are in the Town of Swansboro's grant records are in good order.

The required state minimum reporting for Emmerton School Repairs FY 2024-2025 was submitted on September 25, 2025.

The required Quarterly Report for the grant was submitted on October 2, 2025.

October 9, 2025, Storm windows were delivered to Emmerton School. Triple H estimates that installation will begin in early November.

December 2, 2025, Town Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work. The following was reviewed and addressed:

- Of the 52 storm windows installed, a total of 8 will need to be replaced due to damage upon arrival and incorrect sizing. Triple H (subcontractor) has reordered the replacement storm windows, with an estimated arrival in late December.
- Wood panels between windows will need to be sanded and repainted.
- All storm windows installed require final adjustment to level and seat properly in the frames.
- Attic work incomplete; additional converter application required.

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The required Quarterly Report for the grant was submitted on January 15, 2026

February 26, 2026, Town staff, Stature Engineer, Harp, Triple H (subcontractor), and SHPO conducted an on-site visit to review and approve completed work related to window restoration, ceiling panels, Corr Verter application, and attic insulation. The reviewed work was approved as meeting the required standards at the time of inspection.

The project is expected to be completed by August 30, 2026. The remaining work includes repairing and replacing select doors and painting the ceiling panels. These final items are being coordinated to wrap up and close out the project.

The required Quarterly Report for the grant was submitted on April 20, 2026.

May 28, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site for a pre-construction meeting. A contract was executed with Triple H Carpentry to paint the metal ceiling panels throughout the entire building.

June 8, 2026, Town Staff, SHPO and Triple H Carpentry participated in a Teams meeting to discuss appropriate preparation methods and the painting of the metal ceiling panels. SHPO approved Triple H Carpentry's proposed approach and authorized the project to proceed.

June 9, 2026, Triple H Carpentry began work on painting the metal ceiling panels.

June 16, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site to conduct a inspection on the progress of the metal ceiling panels paint project.

The required Quarterly Report for the grant was submitted on July 8, 2026.

July 13, 2026, Contact Modification was signed to provide and apply 23 gallons of oil-based primer (kem Kromik Universal Primer by Sherwin Williams) to the metal ceiling panels due to areas of rust bleeding through the first coat of paint.

July 16, 2026, Town Staff and Triple H Carpentry met for a final walk through to review the metal ceiling panels painting project.

July 17, 2026, Triple H Completed the metal ceiling panels painting project.

July 20, 2026, Town Staff, SHPO, and Triple H Carpentry met via Teams to review door shop drawings and discuss the door mock-up for the upcoming site visit as preparations continue for grant closeout, currently projected for August 18, 2026.

July 21, 2026, A contract was executed with Triple H Carpentry for Door and Trim Restoration.

August 6, 2026 Triple H Carpentry begun restoration of the doors using white oak, consistent with the approved restoration plan. Work is currently underway.

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August 24, 2026, Town Staff, SHPO, and Triple H Carpentry met via Teams to discuss specific repair details for all exterior doors. SHPO provided guidance regarding the repairs to ensure compliance with the Secretary of the Interior's Standards.

August 26, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site to monitor the progress of the door and trim restoration. Due to unforeseen conditions related to the doors and the additional work needed to ensure compliance with the Secretary of the Interior's Standards, an extension of the contract completion date was determined to be necessary.

August 31, 2026, Contract Amendment No. 01 was executed to extend the completion date for the door and trim restoration project. The project completion date was extended from August 16, 2026, to September 16, 2026.

August 31, 2026, Amendment No. 02 granting a modification to the grant contract end date for the ESHPF Emmerton School Repairs Grant was executed. The grant contract end date was extended, and the project contract shall end no later than June 30, 2027.

September 16, 2026, Town Staff, SHPO, and Triple H Carpentry conducted a walk-through to review repairs to doors/trim and installed new doors. SHPO will provide a punch list of items that need to be addressed before final approval of the door and trim restoration can be completed.

Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,008 FT

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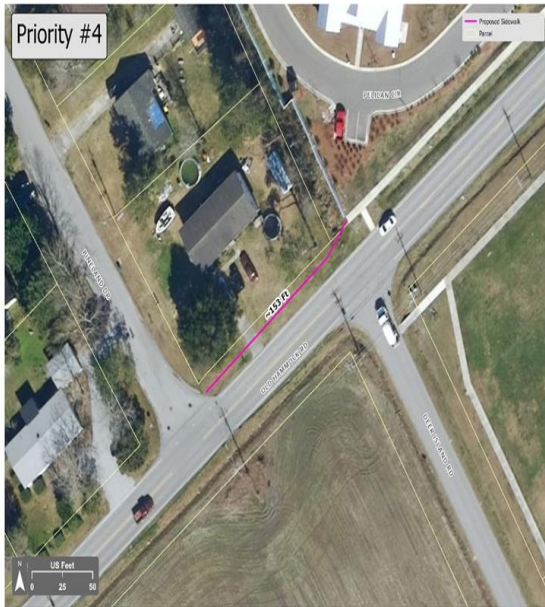
- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- Design or survey work Complete
- Estimated Sidewalk Length: 976 FT

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- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Design or survey work Complete
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

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RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services. On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.

As of January 13, 2026, survey field work is complete, and design work is approximately 80% complete. Once design is complete all 5 project areas will be put out for bid. Funding decisions will be made once bids are received.

Engineered plans for the 5 priority project areas were received from the Engineer on February 13, 2026. The next steps include identifying easements and developing cost estimates prior to seeking construction bids.

North Carolina Division of Coastal Management Main Street Dock Replacement Project

The Main Street dock is the oldest Town owned dock. Originally constructed in 1988, the Town received a North Carolina Division of Coastal Management grant for its construction. An addition to the dock was made in 1992 using the same source of funding.

In February 2025, Carteret Marine conducted an extensive inspection of the dock. The inspection findings determined the structure was unsafe, leading to its closure for both pedestrian and boater use.

Using the inspection report, Arendell Engineers from Morehead City estimated the demolition and construction of a replacement dock of the same size would cost \$143,314. Engineering, permitting, surveying and construction administration would add \$26,850 for a total project cost of \$170,164.

The Town of Swansboro submitted a grant application to the North Carolina Division of Coastal Management for replacement of the Main Street Dock and was awarded the following:

- Grant: \$127,623.00
- Cash Match: \$35,041.00
- In-Kind Match: \$7,500.00
- Total: \$170,164.00**

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On August 25, 2025, the TOS was awarded an NCCM grant in the amount of \$170,164 for the replacement of the dock. It is expected that NCCM will release contract documents to grant recipients in the Spring of 2026. In the meantime, Town staff is working with project consultant Kathy Vionson of Coastal Planning to prepare and submit an application for a major CAMA permit which is required for this project.

Completed Projects/Planning Items

Sidewalk Project

The Town of Swansboro partnered with NCDOT beginning on December 5, 2019, to construct priority sidewalk improvements totaling \$483,302. The project was divided into three phases due to funding limitations and faced challenges including easement acquisition, drainage issues, and utility conflicts.

Priorities 1, 2, 4, and 5 have been successfully completed, with Priority 2 supported by an additional \$100,000 state grant. Priority 6 is underway but pending utility conflict/pipe extension, while Priority 3 was deferred due to easement delays and funding constraints and will require Town-funded engineering if pursued. Additional future priorities (7–9) remain unfunded.

As of 2024, the Town is working with NCDOT and JUMPO to restart remaining projects using potential federal funding (80/20 split), with design and permitting planned for 2024–2025 and construction anticipated in 2026.

Completed: Priorities 1, 2, 4, 5

Priority 3 (easement delays; require new funding & Town-led design)

2020 NC Public Beach Coastal Waterfront Access Grant Project

The Town of Swansboro was awarded a \$142,350 grant on November 3, 2020, to construct a boardwalk extension and public day dock at Bicentennial Park, with a total project cost of approximately \$158,350. \$7,000 of the required \$16,000 town match was non-cash/in-kind. The project included a wooden boardwalk, floating dock, gangway, and boat slips to enhance public waterfront access.

Implementation was delayed and costs increased due to design revisions, regulatory permitting (CAMA, NCDOT), required dredging, and significant deterioration of the existing bulkhead, which necessitated a \$101,450 replacement. Construction bids exceeded available funding, requiring value engineering and additional financial support, including contributions from the Swansboro Tourism Development Authority.

Following redesign and funding adjustments, the project was awarded to Carteret Marine for approximately \$211,200. Construction began in October 2024, and the project was completed and issued a certificate of Compliance on April 23, 2025.

The finished project successfully provides enhanced public access to the waterfront, supporting recreation, boating, and tourism, while overcoming substantial engineering, environmental, and financial challenges.

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Flybridge Project (1481 W Corbett Avenue)

The Flybridge development proposed a mixed-use project at 1481 W. Corbett Avenue, consisting of 324 multi-family units and six commercial outparcels on approximately 39 acres within the Town of Swansboro's extraterritorial jurisdiction.

An initial request for a CAMA Land Use Plan amendment and conditional rezoning was denied, and the applicant withdrew the rezoning request in February 2025. A second application was submitted on August 5, 2025, seeking both a Future Land Use Map amendment and conditional rezoning.

Following review, the Planning Board recommended denial of both requests in September 2025. The Board of Commissioners subsequently denied both applications at their September 23, 2025, meeting.

Outcome: The proposed Flybridge development did not receive the required land use or zoning approvals and was ultimately not approved to move forward.

Main Street Urgent Care 1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 9, 2025.

Mavis Tire 1411 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 30, 2025.

Visitor Center Improvement Update

The Visitor's Center Improvement Project has been completed, and the facility is fully reopened and operational following exterior and interior renovations, historic restoration, and mold remediation. A Certificate of Occupancy was issued on June 12, 2026.

The project first addressed the building's loss of historic contributing status and floodplain compliance concerns by removing the non-historic side entrance, reconstructing the front steps to

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reflect the original design, and coordinating reviews with the Historic Preservation Commission, Flood Appeals Board, and State Historic Preservation Office. These efforts resulted in an exemption from the floodplain "Substantial Improvement" requirements, eliminating the need to elevate the structure further.

During planning for the interior renovations, extensive mold was discovered throughout the building, requiring temporary closure and professional remediation. The Board of Commissioners approved additional funding to remediate mold within the walls, crawl space, attic ventilation, and HVAC system before construction resumed.

Following successful remediation, the project scope was expanded to include upgraded public restrooms and improved facilities for transient boaters, enhancing the Visitor's Center's role in supporting tourism and waterfront access. Engineering services were reengaged to develop revised plans, and construction was completed with the issuance of the Certificate of Occupancy on June 12, 2026.

The completed project preserved the building's historic character, achieved compliance with applicable floodplain and building regulations, resolved significant environmental concerns, and enhanced amenities for residents, visitors, and transient boaters.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

The Town of Swansboro participated in the North Carolina Department of Environmental Quality's Division of Coastal Management (NCDCM) Resilient Coastal Communities Program (RCCP), which provides funding to help coastal communities identify, plan, design, and implement projects that improve resiliency to flooding and other coastal hazards.

Through the RCCP process, the Town conducted community engagement and developed a prioritized project portfolio. Community input identified flooding and stormwater management as the primary resiliency concerns. The Town's priority projects included stormwater mapping, creek restoration, wetland restoration, disaster preparedness, and public education.

In 2022, the Town was awarded \$45,000 in Phase 3 funding for the engineering and design of bioretention swales along Broad Street to support the rehabilitation of Water Street. With assistance from WithersRavenel, the Town completed the required design and submitted the final Phase 3 deliverables to NCDCM on May 31, 2023.

The Town subsequently applied for Phase 4 construction funding to implement the project. The application requested \$238,220 in grant funding with a local match of approximately \$203,000, for a total project amount of approximately \$441,200. On July 26, 2023, the Town was notified that the project was not selected for Phase 4 funding due to limited program funding.

Although Phase 4 funding was not awarded, the engineering and design work completed through the RCCP grant provides the Town with a foundation for pursuing other funding opportunities to implement the project. Staff will continue working with WithersRavenel to identify potential

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state and other grant or financing opportunities for the Water Street rehabilitation and associated bioretention improvements.

LSAII/Stormwater Mapping Grant

The LSAII/Stormwater Mapping Grant project included a comprehensive inventory and mapping of the Town's stormwater infrastructure, extensive field data collection, public outreach and stakeholder engagement, and hydraulic and hydrologic modeling to evaluate the performance of the existing stormwater system. The completed analysis identified priority drainage concerns throughout the Town, evaluated existing infrastructure, and developed conceptual improvement alternatives with planning-level cost estimates. The Master Plan also establishes a prioritized Capital Improvement Plan (CIP) to guide future stormwater improvement projects, support long-term infrastructure planning, and strengthen the Town's competitiveness for future grant funding opportunities. The final report is currently being finalized, with the Executive Summary and project close-out documents in progress.

Future Planning Matters

Bamboo Restaurant and shops 768 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is the Building Plan review in order to obtain permits to begin construction; these have not yet been submitted.
- In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.
- Revised site plan was approved.
- Building plans were approved September of 2025
- Permit has been issued as of March 18, 2026, and site work has begun

Wawa Convenience Store and Gas Station 1071 & 1073 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.
- Building plans approved January 20, 2026
- Site work began February of 2026
- Vertical work will begin by August 2026

Brezza Lofts (Mixed-used development Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to redesign and additional approvals needed.
- New plans for a mixed-use development have been submitted in January of 2026. They will need to go through TRC then the minor special use permit will need to be reviewed and approved by the Planning Board and Board of Adjustments.
- The Planning Board recommended approval of the Minor Special Use Permit at their March 3, 2026, regular meeting.
- The Minor Special Use Permit for this project was approved by the Board of Adjustment at their April 6th, special meeting.

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- Minor modifications have been made to the site plan's unit square footage allocations and site layout. Since the use and density is not changing, it will be approved administratively.
- Plans for phase 1 have been submitted and are under review.

Swansboro Family Dental 1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.
- Site Plan was approved in August of 2025
- Permit was issued and site work has begun.
- Construction has started and inspections have begun.
- In the final inspection phase.

Havens At Hammocks Beach (Minor Subdivision)

- This minor subdivision is 7 lots and considered a use by right in R-20SF zoning district.
- The minor subdivision plat was submitted for internal review in February of 2025. TRC review and comments are to follow.

School Street Phase one (Multi-Use Store Front) 1121 W Corbett Avenue

- This project is a use by right in the B-1 zoning district
- A Site Plan was submitted for internal review in June of 2025. TRC review and comments are to follow.
- A second Site Plan submittal and TRC review was held in October of 2025.
- Building plans dropped off March 17, 2026, and have been approved. Building permits are pending.

1017 W Corbett Avenue (Multi-Use Store Front)

- This project is a use by right in the B-1 zoning district.
- A Site Plan was submitted for internal review in October of 2025. TRC review and comments are to follow.
- All permits (stormwater, NCDOT Driveway) have been received, and Traffic Impact Analysis has been approved. Site Plan will be approved soon and building plan submittal will follow shortly after.
- Site plan is pending approval on DOT permit,
- Building plans for shell have been approved. Permit issuance pending on site plan approval.
- Permits have been issued, and construction has begun.
 - **Navy Federal Credit Union-** Upfit plans are under review as one of the tenants.
 - Upfit plans have been approved. Work cannot start until shell is finished.
 - Permits have been issued and inspections have begun.

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- **Benchmark Physical Therapy**- Upfit plans have been submitted pending approval.
 - Plans have been approved waiting on additional documentation to issue a permit.

Mexican Grocery 716 W Corbett Ave

- Delphi Construction has started work and inspections have begun.
- Update from business they are at a 40% completion rate.
- Building renovations have been completed as of September 10, 2026. Still working on getting equipment and health department approval before opening.

Burger King (Renovations) 1401 W Corbett Ave

- Will be submitting plans for renovation of interior and exterior of building. Footprint will remain the same at this time

Fire Grants

Duke Energy Grant - 16432- Side Scan Sonar (Watercraft) Grant amount requested \$13,263.72 Grant application is under consideration and anticipated award notification date range June 1, 2026-July 31, 2026.- **Not Awarded**

Department of the Interior- office of Wildland Fire- Slip-on Tanker Unit-on Tanker Unit-Grand #14606189 Grant amount requested \$18,875. Grant application is pending agency review and anticipated award notification dates are May 15, 2026-September 15, 2026.- **Not Awarded**

DCIP Grant- Public safety Complex & Sidewalk

Project 1 (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- **Not Awarded**

Project 2 (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025-**Not Awarded**

Department Reports for August 2026

Administrative Services

- Phone Records Report for (August): 1,616 calls

Internal – 344	Town Hall – 300	Parks and Recreation – 204
Police Department – 381	Fire Department – 67	Outgoing totals – 320
- Building permits sold for (Month): 43 residential/commercial combined; \$15,988.67 total fees collected (includes 7 re-inspections)
- 131 Building inspections processed/7 Fire Inspections processed:
- 243 Various receipts processed
- 134 Stormwater payments processed
- 6 Code Enforcement Violations:
 - 605 Sabiston Dr- Unpermitted violation
 - 1111 Seashore Dr- Unpermitted violation
 - 831 Main Street Ext- Grass violation
 - 216 Channel Marker Loop- Grass violation
 - 1276 Mt. Pleasant Rd- Grass Violation
 - 118 Cormorant Dr- Abandoned/Junked vehicles
- ONWASA: 354 payments processed, 2 New Service Setups, 64 Other transactions
- 11 Work Orders generated for Public Works
- 7 Notarization performed.
- US Census Report Submitted – Permits
- Mullet Festival Parade preparations ongoing
- Public Records Request
 - Constriction on the Rise – Building Permits issued with values July 2025
 - Henderson – Building Permits issued with values July 2025
 - Carolina Permits – New Homes building in July 2025
 - Building Permit Records for 207 Webb Street – Tamika Jones
 - Building Permit Records for 309 Glancy Street – Collin Pendergraph
 - Starbridge Transparency – Purchase Data
 - SmartProcure – PO/Vendor Information
 - Onslow County Government – Fire Inspection Records for Recreation Center
- Finalized July Departments Report
- Covered Planning department during planner vacancy
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 8/11/2026 Regular Meeting
 - BOC 8/25/2026 Regular Meeting
 - Labor Day Office Closures

Department Reports for August 2026

- Attended Tunnel 2 Towers Logistics Meetings
- Alissa attended the NC Association of Municipal Clerk Annual conference in Wilmington
- Received and handled 7 “Contact Us” request from the Website
- Received and responded to 4 emails from Jimmy Williams for information
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 1,654

Top 5 pages viewed in August –Employment Opportunities 522 | Dept: Permitting 197
Government 205 | Contacts 136 | Dept: Police 132

Finance

- Sales & Use Tax received in August 2026 is \$137,962
- Accounts Payable Summary for August 2026:
147 Invoices-Totaling: \$105,800
38 Purchase Orders Issued
- Processed payroll-8/7/2026 & 8/21/2026
- PEV ChargePoint Station-Accumulated kWh) for August 2026:(940)
- Session fees collected-\$169.27
- Stormwater Fees Collected-August 2026-\$52,727
- Attended staff meetings.
- July 2026 Bank Reconciliation-Town accounts
- July 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 8 hours
- Gathered financial information for 8/25/2026 regular meeting.
- Generated and mailed the monthly Stormwater Utility bills through Utility Billing and updated the Stormwater Annual Snapshot.
- Attended a GFOA online class, Preparing an Annual Comprehensive Financial Report (ACFR).
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 25/26-Town and Swansboro & Swansboro TDA
- Auditors from Anderson Smith & Wike, PLLC are scheduled to return September 30th through October 2nd to conduct the audit fieldwork.

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	2	47

Department Reports for August 2026

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<i>Initial Inspection</i>	<i>2</i>	<i>24</i>
<i>Reinspection {1st Revisit}</i>	<i>0</i>	<i>20</i>
<i>Reinspection {2nd + Revisit}</i>	<i>0</i>	<i>3</i>
New Business Inspection	3	30
<i>Initial Inspection</i>	<i>1</i>	<i>12</i>
<i>Reinspection</i>	<i>2</i>	<i>8</i>
Fire Suppression – Hoods	2	56
<i>Initial Inspection</i>	<i>2</i>	<i>48</i>
<i>Reinspection</i>	<i>0</i>	<i>8</i>
Special Event – Tents	0	3
Foster Home	0	1
Plan Review	0	11
Code Violation/Complaint	0	0
Total	7	138

Parks and Recreation

(no report)

Planning

Department covered by Admin Services during vacancy

Police Department

Patrol:

- 598 Calls for Service
- 233 Reportable Events
- 23 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests
- 5 Arrests by warrant Service
- 4 DWI Arrests
- 10 Arrests with Transport to the Onslow County Detention Center
- 55 Citations

Department Reports for August 2026

- 79 Verbal/Written Warnings
- 11 Felonies Investigated (4-Fraud; 2-Larcenies; 2-Break & Enter; 2-Counterfeit Bills; 1-Obtaining Property by False Pretenses)
- 40 Misdemeanors Reported (11-Larcenies; 8-Property Damage; 7-Trespassing; 5-Assaults; 2-Communicating Threat; 1-Affray; 1-Harassment; 5-Traffic Related)
- 10 Disputes/Public Disturbances
- 14 Alarm/Open Door
- 2 Crisis Intervention with Mental Subject
- 8 Domestic
- 22 Suspicious Incident/Person/Vehicle
- 10 Vehicle Unlocks
- 7 Town Ordinance Violations
- 162 Requests by Other Agencies for Assistance
- 139 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 1 Funeral Escort
- 6 Requests for Fingerprinting
- 14 Business Closing Standbys
- 314 Business Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- National Night Out held in conjunction with the Swansboro Parks & Recreation Department and Swansboro Fire Department.
- Provided security for the weekly SwanFest Music Event
- Officer McLaughlin completed Basic Radar Operator Certification training held at Carteret Community College.
- Officer Thompson completed Basic Radar Operator Certification Training held at Cape Fear Community College.

Admin Services:

- Answered 328 phone calls during business hours.
- Assisted 143 walk-in requests for assistance during business hours.
- Took 64 requests for report copies during business hours.

Public Works

(no report)